



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Administration

TITLE: Administrative Inquires - no discipline/investigation required

CUTOFF: Completion of inquiry

DESCRIPTION: An inquiry conducted into an allegation of employee or offender misconduct that results in no discipline/investigation being required.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22994

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Administrative Inquiries - discipline/investigation required

CUTOFF: Completion of Inquiry

DESCRIPTION: An inquiry conducted into an allegation of employee or offender misconduct that results in discipline/investigation being required.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 22995

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Administrative Reports

CUTOFF:EOCY

DESCRIPTION: Reports related to administrative activities including but not limited to active military duty report, activity report, administrative leave reports, emergency scenario reports, institutional search report, institutional security inspection report, required activities monthly report, and warden's report. Information is submitted to meet specified timelines, which vary from report to report.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22996

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

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Sub-Section: Administration

TITLE: Conduct Violations

CUTOFF:EOCY

DESCRIPTION: Conduct violations that have been dismissed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19459

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Contracts/Agreements

CUTOFF:Completion of contract

DESCRIPTION: Any contract/agreement/memorandum of understanding that involved the Department of Corrections. (e.g. Work Release Agreements, Union contracts, etc.)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19462

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Checks - negative results

CUTOFF:Completion of check

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22989

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Administration

TITLE: Criminal History Checks - positive results

CUTOFF:EOCY

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19463

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Dissemination Log

CUTOFF:Completion of audit by Missouri State Highway Patrol

DESCRIPTION: Log kept by all MULES (Missouri Uniform Lawrence Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to other staff.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19464

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Death File (Offender)

CUTOFF:EOCY

DESCRIPTION: Records documenting an offender death. Records may include, but are not limited to News Release, Memorandums, Incident Reports, Letter to Family, Notification List, Autopsy Report, Debriefing Report, and other related documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19465

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Administration

TITLE: Employee Discipline Files

CUTOFF: Separation of Employment

DESCRIPTION: A corrective process for employee performance or behavior which does not fall within acceptable limits.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: A copy of the final disposition (not including Letters of Caution) is forwarded to the employee's personnel file.

DISPOSITION ACTION: Destroy

SERIES: 19457

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Investigations

CUTOFF: Completion of Investigation

DESCRIPTION: Request for investigation and any other documentation that supports the request for investigation, Final Investigation Summary/Report. Original is maintained in the Inspector General's Office.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19456

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Joint Committee on Corrections Reports

CUTOFF: EOCY

DESCRIPTION: A report of information requested specifically by the Joint Committee on Corrections, which is an overview of each facilities' physical and operational status. The committee is part of the Missouri Legislature that reports to the House and Senate about Corrections issues.

RETENTION: Years: 1 Months: Days:

NOTES: One copy sent to Division of Adult Institutions Director's Office, one copy maintained in Administration.

DISPOSITION ACTION: Destroy

SERIES: 22898

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Administration

TITLE: Offender Reports

CUTOFF: EOCY

DESCRIPTION: Reports related to offender activities submitted to administrative offices. Information is gleaned from these reports and relevant information is submitted to Central Office or other areas to meet specified due dates, which vary from report to report.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19466

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Secondary Employment Requests

CUTOFF: Separation of employment

DESCRIPTION: A form submitted by an employee requesting approval to obtain secondary employment.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22899

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008